



**Department of Central Services**

**PROCEDURE #: AQ-005**

**CENTRAL PURCHASING**

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Agency Internal Requisition

Effective Date: September 11, 2009

Types of Acquisition:

1. OPEN MARKET

(unless the state agency has different established dollar thresholds within their approved internal purchasing procedures):

1.1. Not exceeding \$5,000:

Shall be awarded based on fair and reasonable.

1.2. Over \$5,000 and not exceeding \$10,000:

(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

1.2.1. Shall be awarded based on lowest and best or best value criteria,

1.2.2. A minimum of three (3) suppliers shall be solicited from the Central Purchasing Division registered vendor list with vendor selection being rotated;

1.2.3. DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract

1.3. Over \$10,000 and not exceeding \$25,000:

(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

1.3.1. Shall be awarded based on lowest and best or best value criteria;

1.3.2. A minimum of ten (10) suppliers shall be solicited (DCS-CP recommends utilizing DCS-AGENCY-SOLICITATION-FULL or DCS-AGENCY-SOLICITATION-SHORT found on the DCS website under CP Forms) from the Central Purchasing Division registered vendor list for that commodity code along with any other suppliers identified by the state agency, with supplier selection being rotated;

1.3.3. DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract

1.4. Over \$25,000 and not exceeding \$50,000:

(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

1.4.1. Shall be awarded based on lowest and best or best value criteria,

1.4.2. All suppliers shall be solicited (DCS-CP recommends utilizing DCS-AGENCY-SOLICITATION-FULL or DCS-AGENCY-SOLICITATION-SHORT found on the DCS website under CP Forms) from the Central Purchasing Division registered vendor list for that commodity code along with any other suppliers identified by the state agency;

1.4.3. DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract

1.5. Over \$50,000 and not exceeding \$100,000:

(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

1.5.1. A request by the state agency and approval from the State Purchasing Director prior to making acquisitions over \$50,000;

1.5.2. Shall be awarded based on lowest and best or best value criteria;



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- 1.5.3. All suppliers shall be solicited (DCS-CP requires utilizing DCS-AGENCY-SOLICITATION-FULL or DCS-AGENCY-SOLICITATION-SHORT solicitation packages<sup>1</sup>) from the Central Purchasing Division registered vendor list for that commodity code along with any other suppliers identified by the state agency, with supplier selection being rotated.
- 1.5.4. DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract (included in solicitation packages)

## 2. PROFESSIONAL SERVICES

2.1. Service Justification term must be included on the requisition.

- 2.1.1. The term is entered through PeopleSoft located under Add Comments in the Header Section of the Maintain Requisition page.
- 2.1.2. Click on the Copy Standard Comment hyperlink.
- 2.1.3. Enter SVC under comment type.
- 2.1.4. Enter JUST under Comment ID.

2.2. If, competitively bid, DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract

2.3. DCS-FORM-CP-021, Professional Service Certification

2.4. Sign two (2) original copies of contract for distribution to Agency and Vendor.

## 3. FIXED RATE (for more information see PIM 07-01<sup>2</sup>)

(Applicable only if an agency Fixed Rate rules have been approved by DCS-CP).

3.1. DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract

3.2. DCS-FORM-CP-009, Fixed Rate Affidavit

## 4. INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

4.1. Step 1 ("Open Market Acquisitions")

4.2. If acquisition is over \$10,000, OSF FORM 115, Agency Requisition Request<sup>3</sup> must be signed and approved by OSF.

4.3. Verify item being acquired meets accessibility standards pursuant to Title 62 Section 41.5t.

VPATs related to information technology can be found on the DCS website -

[http://www.ok.gov/DCS/Central\\_Purchasing/VPAT\\_&\\_Accessibility.html](http://www.ok.gov/DCS/Central_Purchasing/VPAT_&_Accessibility.html)

## 5. EMERGENCY

5.1. Select a supplier or a group of suppliers to notify utilizing telephone, facsimile or electronic commerce.

5.2. Requisitions shall not exceed One Hundred Thousand Dollars (\$100,000.00).

5.3. Submit a requisition to the State Purchasing Director within five (5) days following the acquisition together with a statement and appropriate documentation of the emergency.

<sup>1</sup> Found on the DCS website under CP Forms [http://www.dcs.state.ok.us/DCS\\_forms.nsf](http://www.dcs.state.ok.us/DCS_forms.nsf)

<sup>2</sup> [http://www.ok.gov/DCS/Central\\_Purchasing/CP\\_Announcements/index.html](http://www.ok.gov/DCS/Central_Purchasing/CP_Announcements/index.html)

<sup>3</sup> [http://www.ok.gov/OSF/OSF\\_Forms/index.html](http://www.ok.gov/OSF/OSF_Forms/index.html)